



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND  
102 MCNAIR DRIVE  
FORT MONROE, VIRGINIA 23651-1047

REPLY TO  
ATTENTION OF

ATBO-B

11 AUG 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TRADOC Policy Letter 19, Basic Allowance for Subsistence (BAS) Meal Collections

1. References:

- a. Memorandum, HQDA, VCSA, 7 May 10, subject: Compliance with Army Regulations for Basic Allowance for Subsistence (BAS) Meal Collections.
- b. AR 600-38, Meal Card Management System, 11 Mar 88.
- c. AR 37-104-4, Military Pay and Allowances Policy, 8 Jun 05.

2. The Vice Chief of Staff, Army recently received the results of the Army Audit Agency Report on BAS controls. The report reflected units were not complying with regulatory requirements associated with recoupment/suspension of BAS collection for government-provided meals during field duty.

3. In accordance with references 1b and 1c above, TRADOC Soldiers who receive full BAS must be charged for government meals provided during field duty. Effective immediately, all TRADOC units/activities will comply with the following procedures:

a. For enlisted personnel.

(1) Commanders will ensure reimbursement for all government meals (e.g., operational rations, box lunches, or garrison dining facility meals) available during field duty beginning with the first meal and ending with the last meal. Initiation of DA Form 4187 (Personnel Action), reflecting recoupment (in field for 1-14 days) or suspension (field duty in excess of 14 days) will be submitted through the channels for reimbursement to the government.

(2) For field duty from 1-14 days, the DA Form 4187 will indicate the time and date of departure to, and return from, field duty for recoupment of BAS for enlisted Soldiers. It will be prepared within 3 workdays after completion of the field duty and forwarded to the installation Defense Military Pay Office (DMPO).

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(3) For field duty in excess of 14 days, commanders will initiate written action to suspend BAS. Suspension of BAS will be by submission of DA Form 4187. It will be prepared within 3 workdays from the effective date of the field duty (prior to or after completion of field duty).

b. For officer personnel.

(1) When officers participate in field duty, reimbursement of BAS will be by submission of DA Form 4187, regardless of the field duty duration.

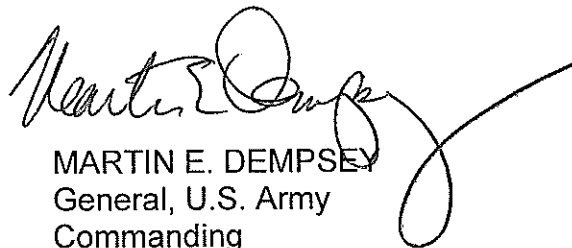
(2) Commanders will initiate DA Form 4187 to effect payroll deduction by reflecting the time and date of departure to, and return from, field duty and the number of each breakfast, lunch, and dinner meals available during field duty. It will be prepared within 3 workdays after completion of field duty and forwarded to the installation DMPO.

c. DA Form 4187 will be submitted individually to the installation DMPO for groups less than 10. A by-name roster of Soldiers and social security numbers will be attached to the DA Form 4187 for groups of 10 or more Soldiers.

d. Commanders of all TRADOC units/activities will place emphasis on the collection of BAS and establish standard operating procedures and checks within your command and organizational inspection programs.

e. Deputy Chief of Staff, G-1/4, Adjutant General, will conduct BAS meal collection compliance reviews of TRADOC units/activities in accordance with AR 600-38 during the command's staff assistance visits.

f. TRADOC Inspector General (IG) will add compliance with BAS meal collections as a special interest item in the IG Inspection Program.



MARTIN E. DEMPSEY  
General, U.S. Army  
Commanding

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(see next page)

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